

## **ASSISTANT CHIEF FIRE COMMUNICATIONS OFFICER**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include assisting the chief fire communications officer in the direction and supervision of the activities of the fire communications center and the supervision of all personnel assigned to the communications center. Employees of this class assist in the maintenance of all records, reports, maps, and documents necessary to the operation of the fire communications center. The assistant chief fire communications officer directly oversees the training of all subordinate fire communications center personnel. The employee of this class may also be assigned special projects such as research on new communications equipment or procedures. Duties are performed with a high degree of independence under the direction and supervision of the chief fire communications officer. This class ranks directly below that of Chief Fire Communications Officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directly oversees daily operations of all equipment of the fire communications center.

Supervises the training of all fire communications center personnel. Reviews and evaluates the work of all subordinate division personnel, offering advice and assistance as needed.

Assists the chief fire communications officer in keeping all records assigned to the communications division such as records of volunteer fire departments, mutual aid records, designated fire station records, running files, and any related records. Writes assigned technical reports on the operation of the fire communications division.

Completes any special projects assigned by the chief communications officer such as researching new communications equipment or procedures, reviewing division operations and making recommendations for changes or improvement, or any related assignments.

Supervises the testing and oversees the maintenance of signal devices, line systems, and related communications equipment.

Acts as communications liason between the department and area volunteer fire departments; assists volunteers in solving communications problems and maintains a good working relationship between the volunteer companies and the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer III.

BR	01-31-84
Rev	05-22-90
	11-18-04
	10-18-